

Maryland Clean Energy Grant Program

Commercial Grant Terms and Conditions

Effective February 2011

Project Qualifications

The Maryland Energy Administration ("MEA") administers the Maryland Clean Energy Grant Program ("Program"). The Program offers Clean Energy Grants ("Grants") for a qualifying clean energy system ("System"). Qualifying Systems include solar photovoltaic, solar water heating, geothermal heat pumps, and wind turbines. In order to qualify for a Grant, a System must be physically installed in Maryland by a business, non-profit, or government entity operating in Maryland (the "Applicant"). Applicants may designate their installer as the Primary Point of Contact ("PPC"). The PPC will be in charge of meeting all documentation requirements of the Program. Qualified Systems must also meet the requirements set forth in this document and in Appendix A. Grants are provided only after installation of the System is complete and approved by MEA.

The most recent version of the all Program forms and documents must be used and can be found on our website at <http://energy.maryland.gov/business/cleanenergygrants/>.

Grant Application Procedures

Instructions for applying for a Grant are found in the application document. The Applicant must submit the following documentation to MEA based on the customer type and technology of the proposed System:

- Clean Energy Grant Application Form
- A copy of an itemized and signed cost estimate, contract, purchase order, or letter of intent between the Applicant and the Contractor.
- A system diagram detailing locations, dimensions, and orientations of the collectors, modules, wells, loops, or turbines on the roof or property. If roof mounted, system diagram must include dimensions of the roof.
- A site map exhibiting the location of collectors, modules, or turbines on the roof or property (image from Google Earth/Maps ©, digital/print photograph is acceptable)
- The *Clean Energy Grant Program Terms and Conditions*

The PPC must properly review all forms and documentation for completeness prior to submitting a Grant application to MEA. **Incomplete or illegible applications will be returned to the PPC; no exceptions.**

American Recovery and Reinvestment Act of 2009 (Federal Stimulus Funds)

Maryland Clean Energy Grants are being funded in whole or in part with monies made available to MEA through the American Recovery and Reinvestment Act of 2009 (ARRA). ARRA-funded grants are subject to significant terms and conditions. These terms and conditions are listed the "*ARRA Addendum – Special Terms and Conditions for ARRA-Funded Grants (Revised June 2010)*" and are expressly incorporated by reference to and made a part of these terms and conditions. The Applicant agrees and certifies by signature below that it has read and will abide by and comply with all the requirements contained in the ARRA Addendum located on MEA's website.

Federal National Environmental Policy Act (NEPA) – Solar Photovoltaic Only

If the Applicant's proposed Solar Photovoltaic system is roof mounted, or ground mounted with a nameplate capacity of less than 60 kW, NEPA requirements are waived.

For any Applicant proposing a ground mounted solar photovoltaic system in excess of 60 kW, federal law requires that the project clear NEPA requirements. Those Applicants must complete, sign and date the NEPA Survey Questionnaire Form ES-1 and submit with their Application. MEA will notify the PPC whether further action is necessary regarding NEPA review. **Applicants should not begin installation of their over 60 kW ground mounted photovoltaic energy system until they receive notification from MEA that their proposed project has passed NEPA review. Construction prior to receiving NEPA approval may make the proposed project ineligible for a MEA grant.**

Maryland Historical Trust Review

Federal law provides that all applicants for a Grant must have their proposed project approved by the Maryland Historical Trust ("MHT") to ensure that the project will have no adverse effect on properties deemed historically significant. In order to receive a Grant from MEA, an Applicant's proposed System must past MHT review and satisfy all other MEA terms and conditions. Until further notice, MEA will conduct initial review to determine whether the proposed System is exempt from further MHT review. If the System is determined to not be exempt, MEA will submit the required documents to MHT on the Applicant's behalf. Either MHT or MEA will notify the Applicant that the proposed System has cleared the MHT review process, or that additional conditions are necessary.

Applicants should not begin installation of their System until they receive notification from MEA or MHT that (1) their proposed System has passed MHT review, and (2) their System meets all MEA terms and conditions as stated in this document. Construction prior to receiving MHT approval may make the proposed project ineligible for a Grant.

Grant Approval Procedures

MEA approves Grants on a first come, first serve basis across all qualified technologies. After MEA accepts a completed application and has been notified that the Applicant has passed MHT review, MEA will send the PPC a *Grant Commitment Letter* notifying them of the project's approval and the amount which was approved. The PPC must complete their project and submit to MEA the Completion Certificate and all required supporting documentation within 180 days for Solar PV, Solar Water Heating, and Wind, or 270 days for Geothermal Heat Pumps, of the date on the *Grant Commitment Letter*.

If MEA has a waitlist for Grant approvals, MEA will send out an *Application Acknowledgement Letter* to the PPC and add the Applicant to an approval queue. Once the Applicant comes up in the queue, then MEA will send the PPC a *Grant Commitment Letter*.

The Applicant may request an extension, but MEA is not required to allow for an extension.

Grant Completion Paperwork

Upon receipt of the Grant Commitment Letter and completion of the project, the PPC must complete *The Completion Package*. *The Completion Package* consists of

- The Completion Certificate
- Copies of each passed electrical, plumbing, or building inspection provided by the local authority having jurisdiction.
- Copies of each permit required for the installation of the System provided by the local authority having jurisdiction
- A copy of a final invoice showing a \$0.00 balance
- Photo of the installed System
- *Grant Commitment Letter*, signed and dated with Federal Employee Identification Number
- Original Davis-Bacon certified payroll forms (**Solar Photovoltaic Only**)

Approved Commercial Applicants must demonstrate that their Solar Photovoltaic System was installed in compliance with Federal prevailing-wage rate requirements (Davis-Bacon Act). The Contractor is responsible for verified that rate of pay and fringe benefits are at least equal to the prevailing wage for the proper work classification based on the County where the System was installed. Contractors and/or subcontractors must generate weekly Davis-Bacon certified payroll forms to be submitted along with an Applicant's *Completion Package*. **Original Davis-Bacon certified payroll forms must be submitted by Contractor for all Solar Photovoltaic Commercial Applicants. Photocopies or scanned documents are not acceptable.**

Upon MEA's receipt of *The Completion Package* and verification that the project meets the *Terms and Conditions* of the offer, the Grant will be sent to the State Finance Office to be processed for payment. **Please note that the Grant is considered taxable income and that the Applicant will receive a Form 1099-G from the State.**

The PPC must properly review all forms and documentation for completeness prior to submitting the Completion Package to MEA. **Incomplete or illegible applications will be returned to the PPC; no exceptions.**

Use of Personal Information

In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, MEA is required to advise you of the following.

- The information being requested by the Completion Certificate is necessary to document the completion of a qualified System and to ensure payment of the Grant upon the commissioning of the qualifying System.
- Failure to provide all required information terminates MEA's Grant offer and any further obligation to you.
- Upon completion of installation, some of this information will be provided to other agencies of the State to process the payment of the Grant.
- Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland's Public Information Act as set forth in Sections 10-611 *et seq.* of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.
- You may inspect, amend, or correct the information provided. However, after completion of the project and payment of the Grant, any correction or amendment, which if disclosed prior to payment would have made the project ineligible for the grant, will be subject to a claim for reimbursement to the State and MEA.

Applicant Certification

I hereby certify that I have read and understand, and will abide by, these Maryland Clean Energy Grant Program terms and conditions including the *ARRA Addendum – Special Terms and Conditions for ARRA-Funded Grants (Revised June 2010)*. I understand that failure to abide by these terms and conditions may lead to MEA withholding or suspending, in whole or in part, funds awarded under this program, or recovering misspent funds.

Print Name

Date

Signature

Appendix A – Clean Energy System Criteria

Solar Photovoltaic Systems

A Solar Photovoltaic system, hardware, and installation must be in compliance with:

- The requirements of any and all local codes
- The Maryland Net Energy Metering law and the requirements of the local electric utility
- All applicable performance and safety standards including: *Underwriters Laboratories (UL) 1741, Standard for Static Inverters and Charge Controllers for Use in Photovoltaic Systems; UL 1703, Standard for Safety: Flat-Plate Photovoltaic Modules and Panels; Institute of Electrical and Electronics Engineers (IEEE) Standard 929-2000, Recommended Practice for Utility Interface of Photovoltaic Systems*
- Applicable requirements of local electrical codes and the National Electrical Code (NEC)

The total capacity of the System must be less than 200 kW-DC.

Solar Water Heating Systems

The Solar Water Heating system, hardware, and installation must be in compliance with:

- The requirements of the local codes
- The *Solar Rating and Certification Corporation's OG-100 Certification*

Geothermal Heat Pump

The Geothermal Heat Pump system, hardware, and installation must be in compliance with:

- The requirements of the local codes
- ISO 13256-1 or ARI 870 standards
- The system must have System EER of at least 14.0 and a System COP of at least 3.0

Wind Turbine Systems

The Wind Turbine system, hardware, and installation must be in compliance with:

- The requirements of the local codes
- Windswept grants will not cover more than 50 percent of the net cost of installation. Net cost shall be calculated as the installation cost less any federal, county or local grants or tax credits.
- Grants will be allocated on a *per-property basis*. Multiple grants will not be issued for multiple turbines on the same property.
- To be eligible for a Windswept grant, systems must be listed in either the California Energy Commission [List of Eligible Small Wind Turbine](#) or New York State Research and Development Authority (NYSERDA) [Qualified Small Wind Generators](#) listing. Additionally, any turbines [officially certified by the Small Wind Certification Council](#) will be approved.